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| **GOTS 2.1:** Criteria and requirements for Organic Fiber Production allow natural fibers that are certified organic or organic  in conversion to any standard approved in the IFOAM Family of Standards for the relevant scope of production. GOTS Requirements for Fiber Material Composition requires products sold, labelled, or represented as “organic” or “organic-in conversion” contain no less than 95% of the fiber content – excluding accessories – be of certified organic origin or from  “in conversion” period. Products sold, labelled, or represented as “made with x% organic materials” or “made with x% organic-in conversion materials” containing no less than 70% of the fiber content of the products – excluding accessories – shall be of certified organic origin or from “in conversion” period. Certification of fiber products as “organic in-conversion”  is only possible if the standard on which the certification of the fiber production is based permits such a certification for the fiber in question. |

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| **Certified Entity:** |  | **Date:** |  |

**► This section is applicable to all operations applying under the OTCO GOTS Program.**

**► Complete this form if you manufacture, process, label, or physically handle organic products; broker, trade, or resell organic products; or contract another certified operation to process and/or package organic products with your brand or label.**

**3.1 GENERAL INFORMATION**

1. Describe the specific activities included within this Organic System Plan (e.g., cut & sew, ginning, marketing, storage, spinning, brokering, etc.), as defined in the ***Process Category*** section of the [**GOTS Materials, Processes & Products Classification Guide**](https://global-standard.org/downloads#policiesandtemplates):

Brand (PR0035)  Dyeing (PR0008)  Finishing (PR0012)  Ginning (PR0013)   
 Knitting (PR0015)  Manufacturing (PR0016)  Non-Woven Manufacturing (PR0019)   
 Retail Sales (PR0025)  Spinning (PR0027)  Trading (PR0030)   
 Warehousing/Distribution (PR0031)  Washing/Laundering (PR0032)  Weaving (PR0033)

1. Do you source or purchase the fiber inputs, including already manufactured GOTS Goods?  Yes  No

**3.2 ORGANIC PRODUCTS AND INGREDIENTS**

1. Please describe the general types of organic fibers to be included in this certification program:

Cotton (RM0104)  Flax/Linen (RM0110)  Hemp (RM1116)  Kapok (RM0128)  Wool (RM0079)

1. Are Due Diligence steps taken to ensure that organic fibers used originate from sources where there is no evidence of gross violations of ILO Core Labor Norms and/or animal welfare principles?  
    Yes  No; **If no, describe:**
2. Do any fibers used originate in high human rights risk areas?  Yes  No; **If no, describe additional assurance procedures to ensure projects comply with GOTS Human Rights and Social Criteria:**

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1. Attach a **Master Product List (FT\_MPL)** listing all organic products you produce, or that are produced for you, to be listed on your organic certificate. Ensure that label information is exactly noted on this document. *Certificates for private label products must list branded products*.

Attached

1. Attach **Master Ingredient List (FT\_MIL)**

**► Gins** who are the first processor of raw material: use Certified Organic Farmers’ Entity Names as “Organic Ingredient Name”; use the farmers’ Certifying Body as “Certified Organic Supplier”

**► Manufacturers/Producers** who formulate or process multi-ingredient products: use all organic fibers/ingredients as “Organic Ingredient Name” & their Certifying Body or manufacturer’s name as “Certified Organic Supplier”

**►** Add all non-organic fibers, non-organic materials, and any other ingredients or accessories on the 2nd tab named *NonOrg Ingredients\_Accessories* of the FT\_MIL

► **Brand Owners / Marketers** who purchase or supply ingredients as part of your service; use GOTS Certified suppliers/manufacturers as “Organic Ingredient Name”; use the suppliers’/manufacturers’ Certifying Body as “Certified Organic Supplier”

Attached, including Organic Scope Certificates for each organic ingredient and/or copacker (when applicable)  
 N/A; only finished products

1. For ingredients listed in the **Master Ingredient List (FT\_MIL)**, does your company source these ingredients and materials?

Yes  No  N/A; no ingredients sourced

**If no, please indicate who sources these ingredients or materials:**

1. Attach **Product Formulation Sheet (FT-PFS)** for each multi-ingredient product submitted for GOTS Certification.   
   *Private Label/Marketers who do not control formulations are not required to submit them for review as long as the MPL includes fiber composition and percentages.*

Attached  N/A, single ingredient or finished products only  No products at this time

1. Do you own formulations for products?  Yes  No  Some
2. If no or some, indicate who owns or manages which formulations:
3. How do you verify that all supplier/ingredient organic certificates are current for all ingredient/products?

Maintain Scope Certificates onsite, updated to maintain current on a regular basis (prior to expiration, or annually)

Maintained by certified organic co-packer

Other (Explain):

1. How do you verify that all supplier Transaction Certificates are obtained and current for all ingredient/products purchased?

Maintain valid Transaction Certificates onsite

Request Transaction Certificates quarterly from suppliers

Other (Explain):

1. How do you verify that only compliant ingredients are used?

Submit to OTCO for review and approval prior to use

Maintained by certified organic co-packer

Other (Explain):

1. Are systems in place to provide volume reconciliation for the entire amount of raw fiber or GOTS Goods purchased and/or produced in relation to the amount of goods sold?  
    Yes  No

**3.3 FIRST PROCESSORS (GINS) OF ORGANIC COTTON**

1) Is your operation a First Processor of Organic Cotton (e.g., a Gin)?  No  Yes; **if YES, describe the following:** Process for meeting Pesticide Residue Testing Requirement of all suppliers:        
Process for meeting the GMO Testing requirement of all suppliers:

**Please retain copies of all documentation for review and approval by OTCO Staff.**

**3.4 CO-PACKING / PRIVATE LABELING INFORMATION**

**Check this box if you do not co-pack, operate a Private Label service for others, or use Co-Packers for GOTS Goods – then skip to Section 3.5 of this form.**

1. Do you use Co-Packers to produce finished products for you?  Yes  No

If Yes, please include each on your Master Product List (FT\_MPL) as the Supplier

1. Does your company Co-Pack or provide Private Label services for others?  Yes  No

If Yes, please ensure to include each Product and Brand on your Master Product List (FT\_MPL).

If Yes, are the companies that you provide services for certified to GOTS?

Yes; if yes, list their Certifying Body on your FT\_MPL  No; if no, list “OTCO” on FT\_MPL as the Certifying Body

**If NO, each are required to complete a** **Private Label Agreement (PLA) Form.** These are found at: [***www.tilth.org***](https://tilth.org/)

**3.5 LABELING**

**►** The [**Conditions for the Use of GOTS Signs (CUGS)**](https://global-standard.org/downloads#licenseandlabelling) contains all labeling requirements and the allowed use of the GOTS Sign. This document is part of the standard and must be reviewed and understood by all parties responsible for labelling and representation of GOTS Goods, including in-house and outsourced design teams, primary contacts, and QA Staff.

**► All labels must be submitted to OTCO for approval PRIOR TO USE/PRIOR TO PRINTING and must be accompanied by a Label Release Request form.**

1. Are products labeled/sold/represented as retail, non-retail, or both?   
    Retail  Non-retail  No label used; if no, explain:
2. Are all labels seeking certification attached to this application?

Attached  No labels used  **Will submit draft labels prior to use/printing**

1. Do you use or plan to use the GOTS Sign on Product labels **(required for finished products)?**  Yes  No
2. Do labels and packaging including hangtags and swing tags use recycled paper or paper from certified sustainable forestry management practices?  Yes  No
3. Are textile materials used for labels?  Yes  No
   1. If yes, do all materials used for labels meet the criteria of the accessories section GOTS 3.3?  Yes  No
   2. Please describe documentation maintained to verify compliance:
4. How do you verify that only compliant labels are used for organic products?

Submit draft labels to OTCO for review and approval **prior** to printing.

N/A, no labels used; Explain:

Other; Explain:

**3.6 NON-ORGANIC INGREDIENTS   
If you are a Marketer or Broker, STOP – you do not need to fill out the rest of this form.**

GOTS allows the use of non-organic ingredients in processing textiles and manufacturing of GOTS goods. Processes using   
non-organic ingredients include some of the following: manufacturing garments with zippers or elastic, dyeing fabric, spinning yarns with multiple components, mattress fabrication, purification of cotton, laundering, applying of finishes, etc.

**Additional Fibers & Accessories**

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| **GOTS 3.2.3** lists Additional Fiber Materials which may be used in the production of GOTS Goods. The table in this section describes allowances and requirements. For each material used, you must supply documentation in support of its compliance with any listed restriction.  **GOTS 3.3.1** lists Accessories, items such as zippers, buttons, threads, labels, filling, and stuffing, supports and frames, etc. This section also describes requirements for accessories and notes restrictions of use. For each accessory used, you must supply documentation in support of its compliance with any listed restriction. |

► You may have your supplier of additional fibers or manufacturer of the accessories complete **GOTS Worksheet 5** to assist you in verifying and organizing this information, attaching the supporting documentation to this worksheet to facilitate the review process.

**List ALL Additional Fibers & Accessories on the FT\_MIL**

**3.7 Chemical Input Management & Criteria**

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| **GOTS 4.2** lists Chemical Input Criteria, including prohibited and restricted inputs. You must verify that prohibited inputs are not used and that the restricted inputs, if used, are done so in accordance with the annotation provided.  ► Any chemical inputs (Substances and Preparations) shall be assessed prior to approval by an Approved Certifier  who is accredited to Scope 4. Any chemical inputs must have a Letter of Approval from an Approved Certifier.  ► For each non-organic input used, **GOTS 4.2.2** indicates you must attach documentation in support of its compliance with any listed restrictions. The supplier or manufacturer of the non-organic input can complete **GOTS Worksheet 1**  to assist you in verifying and organizing this information.  **GOTS 4.2.3** further compliance lists the basic requirements for auxiliary agents and dyes. You must verify that all of these chemical inputs are used in accordance with the annotation provided and appear on the GOTS approved inputs list.  ► For each input used, you must attach documentation in support of its compliance with any listed restrictions listed in **GOTS 4.2.3** for further compliance. Please also see **GOTS 4.2.6.6** for more specific allowances and prohibitions regarding dyes.  **GOTS 4.2.6.9** requires any Machine Oils used in GOTS production be Heavy Metal-Free. |
| 1) Do you use any Machine Oils in the production of GOTS Goods that may come into contact with GOTS Goods?  No (skip to next page)  Yes; If yes, are the Machine Oils verified to be Heavy Metal-Free?  Yes  No  **If Machine Oil is used, submit Worksheet 1 with a copy of the Safety Data Sheet (SDS) and label for verification** |

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| **SPINNING**  **GOTS 4.2.6.2** details requirement for spinning inputs.  Please indicate which of the following are used in this process (note that residual oil limit must not exceed 0.5%). | **Check here if no inputs are used or activity is not applicable**  Paraffin (fully refined)  Paraffin Oils (fully refined)  Other Material:  Residual limit confirmed |
| **SIZING, WEAVING, KNITTING**  **GOTS 4.2.6.3** details requirements for these inputs.  Please indicate which of the following are used in this process (confirm that less than 25% of synthetic sizing is used in combination with natural substances such as starch and starch derivatives). | **Check here if no inputs are used or activity is not applicable**  CMC  PVA  PAC  Starch  Starch derivatives  Other natural substance: |
| **NON-WOVEN PRODUCTION**  **GOTS 4.2.6.4** details requirements for this process.  Please indicate which of the following are used in this process. | **Check here if activity is not applicable**  Compaction  Webbing  Entanglement  Carding or Garnetting  Other Method: |
| **FINISHING**  **GOTS 4.2.6.8** details requirements for these processes.  Please indicate which of the following are used in this process | **Check here if activity is not applicable**  Mechanical  Thermal  Enzymatic  Other Method: |
| **FLAME RETARDANTS**  **GOTS 4.2.2.3** details prohibited types of materials for fire safety**.**  Do you apply any flame-retardant materials?  If yes, please identify the material and confirm if it is legally required by the destination country. | **Check here if activity is not applicable**  Yes  No  Required by law  **Material Name:**     **Destination Country:** |

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| **DYES & PIGMENTS**  **Check here if activity is not applicable** |
| **GOTS 4.2.6.6 & 4.2.6.7** describes allowed dyes, auxiliaries, natural dyes, pigments, and specified synthetic dyes, that meet the requirements as set in **GOTS 4.2.2 & 4.2.3** only.  ► For each input used, you must provide documentation in support of its compliance with any listed restrictions listed in **GOTS 4.2.2 & 4.2.3**. Documentation may include listing on the **GOTS Approved Inputs List, Letter of Approval from a Certification Body with “Scope 4” Accreditation.**  ► If this has been previously supplied in support of completing **GOTS 4.2.3, *you do not need to provide the information again.*** |

**Check here when ALL dyes, auxiliaries, natural dyes, pigments, and specified synthetic dyes utilized are listed below as well as on your Master Ingredient List (FT\_MIL)**

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| **Dye or Pigment Used** | **Allowed by 4.2.2 and 4.2.3** | **Allowed by 5.2.7** | **Allowed by 5.2.8** |
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| **Specific Parameters for Finished Goods** | | **Check here if you are not processing finished products and this section is not applicable** | | |
| **Technical Quality Parameters  GOTS 5.2.6** outlines allowed tolerances for features of finished goods.  For each material used, **GOTS 5.2.6** indicates you must supply documentation in support of its compliance with any listed restrictions. | | | | |
| **Please confirm that each of the following criteria are met on the products requesting certification:** | | | | |
| **PARAMETER** | **CRITERIA** | | **TEST METHOD** | **CRITERIA MET** |
| **Rubbing Fastness** | Dry 3-4, Wet 2 | | ISO 105 x12 | Yes  No |
| **Perspiration Fastness** | Alkaline and acid 3-4  Fiber blends 3-4 | | ISO 105 E04 | Yes  No |
| **Light Fastness** | 3-4 | | ISO 105 B02 | Yes  No |
| **Dimensional Changes\*** after washing at 40°C (30°C for animal fiber material and blends thereof). **\****This criterion is only valid for the garment sector.* | Knitted/hosiery: max. ±8%  Woven: max. ±3% | | ISO 6330 | Yes  No |
| **Saliva Fastness** | 5, for baby textiles | | BVL B 82.92.3  DIN 53160-1 | Yes  No |
| **Washing Fastness** when washed at 40°C | 3-4 | | ISO 105 C06 A1M | Yes  No |
| **Washing Fastness** of animal fiber material and blends thereof when washed at 30°C | 3-4 | | ISO 105 C06 A1S ***without use of steel balls*** | Yes  No |

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| **Requirements Related to Hazard and Toxicity of Chemical Inputs:** | **Check here if no inputs are used or activity below is not applicable** |
| **GOTS 4.2.3** details the requirements related to inputs classified as Hazardous | |

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| **Prohibited:**   1. **Inputs which are classified with a specific hazard statement related to Health Hazards:** 2. Substances which are classified with any of the following hazard statements/risk phrases, if applied as a direct input 3. Preparations which are classified with any of the following hazard statements/risk phrases 4. Preparations which contain at least one Substance which is classified with any of the following hazard statements   *In accordance with the codification system of the Globally Harmonizes System of Classification (GHS) as published by the United Nations, annex 3:*  • \_**H300 Fatal if swallowed**  • \_**H310 Fatal in contact with skin**  • \_**H330 Fatal if inhaled**  • \_**H340 May cause genetic defects**  • \_**H341 Suspected of causing genetic defects**  • \_**H350 May cause cancer**  • \_**H351 Suspected of causing cancer**  • \_**H360 May damage fertility or the unborn child**  • \_**H361 Suspected of damaging fertility or the unborn child**  • \_**H370 Causes damage to organs**  • \_**H371 May cause damage to organs**  • \_**H372 Causes damage to organs through prolonged or repeated exposure**   1. **Inputs which are classified with specific hazard statements/risk phrases** **related to Environmental Hazards:** 2. Substances which are classified with any of the following hazard statements/risk phrases, if applied as a direct input 3. Preparations which are classified with any of the following hazard statements/risk phrases   *In accordance with the codification system of the Globally Harmonizes System of Classification (GHS) as published by the United Nations, annex 3:*  • \_**H400 Very toxic to aquatic life**  • \_**H410 Very toxic to aquatic life with long-lasting effects**  • \_**H411 Toxic to aquatic life with long-lasting effects**  • \_**H420 Harms public health and the environment by destroying  ozone in the upper atmosphere**  • \_**H433 Harmful to terrestrial vertebrates**   1. **Inputs which are bio-accumulative and not rapidly degradable**   1. Substances, if applied as direct Input, and Preparations classified with H413: May cause long-lasting harmful effects to aquatic life that are both “bio-accumulative” and not “rapidly degradable”   1. **Toxicity Restrictions in Chemical Inputs**   ***All preparations applied shall further comply with the following requirements:***   1. Oral Toxicity – Restricted = LD50 > 2000 mg/kg9 2. Aquatic Toxicity – Restricted = LC50, EC50, IC50>1mg/l 3. Relation of Biodegradability/Eliminability to Aquatic Toxicity – Restricted = Only Allowed if: <70% and > 100mg/l; >70% and >10 mg/l, >95% and >1mg/l | Does not contain Prohibited Material  Does not contain Prohibited Material  Does not contain Prohibited Material  Conforms to restrictions  Conforms to restrictions  Conforms to restrictions |

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| **Specific Parameters for Finished Goods** | | **Check here if you are not processing finished products and this section is not applicable** | | |
| **Technical Quality Parameters  GOTS 5.2.6** outlines allowed tolerances for features of finished goods.  For each material used, **GOTS 5.2.6** indicates you must supply documentation in support of its compliance with any listed restrictions. | | | | |
| **Please confirm that each of the following criteria are met on the products requesting certification:** | | | | |
| **PARAMETER** | **CRITERIA** | | **TEST METHOD** | **CRITERIA MET** |
| **Rubbing Fastness** | Dry 3-4, Wet 2 | | ISO 105 x12 | Yes  No |
| **Perspiration Fastness** | Alkaline and acid 3-4  Fiber blends 3-4 | | ISO 105 E04 | Yes  No |
| **Light Fastness** | 3-4 | | ISO 105 B02 | Yes  No |
| **Dimensional Changes\*** after washing at 40°C (30°C for animal fiber material and blends thereof). **\****This criterion is only valid for the garment sector.* | Knitted/hosiery: max. ±8%  Woven: max. ±3% | | ISO 6330 | Yes  No |
| **Saliva Fastness** | 5, for baby textiles | | BVL B 82.92.3  DIN 53160-1 | Yes  No |
| **Washing Fastness** when washed at 40°C | 3-4 | | ISO 105 C06 A1M | Yes  No |
| **Washing Fastness** of animal fiber material and blends thereof when washed at 30°C | 3-4 | | ISO 105 C06 A1S ***without use of steel balls*** | Yes  No |

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| **3.8 Limit Values for Residues in GOTS Goods** | **Check here if you are not using additional fibers or accessories and this section is not applicable** | |
| **GOTS 5.2.7** outlines allowed tolerances for residues in finished goods. Ask the supplier or manufacturer of the non-organic input to complete **GOTS Worksheet 4** and then attach it to this application when a risk assessment determines that there exists and opportunity for contamination to occur.  For each material used, **GOTS 5.2.7** indicates you must supply documentation in support of its compliance with any listed restrictions. | | |
| **Please indicate the following:** | | |
| 1) Does your facility handle non-organic goods or materials? | | Yes  No |
| a) If yes, is there a contamination risk by any materials listed in **GOTS 5.2.7**? | | Yes  No |
| b) If yes, you must complete and attach **GOTS Worksheet 4** | | Attached |
| c) If yes to 1a, provide a description of the risk assessment of contamination and residue testing policy potentially including sample drawing for residue testing either as random sampling or in case of suspicion of contamination or non-compliance: | | |
| d) If no to 1a, provide a description of the risk assessment you made to determine no contamination risk exists: | | |

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| **Limit Values for Residues in Additional Fibers & Accessories** | **Check here if you are not using additional fibers or accessories and this section is not applicable** | |
| **GOTS 5.2.8** outlines allowed tolerances for residues in additional fibers and accessories. You must complete **GOTS Worksheet 5** (completed by the supplier or manufacturer of the auxiliary or accessory) and attach it to this application when a risk assessment determines that there exists an opportunity for contamination to occur.  For each material used, **GOTS 5.2.8** indicates you must supply documentation in support of its compliance with any listed restrictions. | | |
| **Please indicate the following:** | | |
| 1) Do products requesting certification use non-organic auxiliaries or accessories? | | Yes  No |
| 2) All residues meet the chemical quality parameters set forth in **GOTS 5.2.8**? | | Yes  No |
| 3) Potential contaminants set forth in **GOTS 5.2.8** are declared on labels? | | Yes  No |
| a) If yes, is there a contamination risk by any materials listed in **GOTS 5.2.8**? | | Yes  No |
| b) If yes, you must complete and attach **GOTS Worksheet 5**. | | Attached |
| c) If yes to 3a, provide a description of the risk assessment of contamination and residue testing policy potentially including sample drawing for residue testing either as random sampling or in case of suspicion of contamination or non-compliance: | | |
| d) If no provide a description of the risk assessment you made to determine no contamination risk exists: | | |